Google Tour

Google Docs is an online Microsoft word in which multiple people can edit delete, and share a document all at once.

The types of Google Docs are and how they are used:

**Documents:** For composing letters, flyers, essays, and other text-based files (similar to Microsoft Word documents).

**Spreadsheets:** For storing and organizing information (similar to Microsoft Excel worksheets).

**Presentations:** For creating and presenting slides (similar to Microsoft PowerPoint slideshows).

**Forms:** For collecting and organizing data.

**Drawings:** For creating simple vector graphics or diagrams.

The advantages of Google Docs over Microsoft Word is That you can edit, delete and share with many other people at the same time without having to email it to each person. You just have one online Doc that everyone can use.

For collaborative environments I think it will help students work together as a team, and also I think it will decrease the number of bad grades. But there is also a drawback. That drawback is if a team of 5 has to work on a project or Document some of the kids may work together and there may be one or 2 hitchhikers who just go for the ride and take credit off of others.